

JOB OPPORTUNITY ANNOUNCEMENT

JOA No. 00-048

Applications should be forwarded to: **DEFENSE DISTRIBUTION CENTER
2001 MISSION DRIVE
NEW CUMBERLAND, PA 17070-5000**

POSITION: General Equipment Mechanic Supervisor, WS-4737-13

LOCATION: Defense Distribution Depot Susquehanna, PA DDSP-WSN

POC: DDC Personnel Office, New Cumberland, 717-770-5709

OPEN: One-Time

OPENING DATE: 08-21-00

CLOSING DATE: 09-05-00

FINAL CLOSING DATE: 09-05-00

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON THE CLOSING DATE

SPECIAL INFORMATION

☐ TDY required 0 percent of the time.

☐ Position is subject to mobility or rotation

☒ Reassignments/Change To Lower Grade (CLG) applicants must apply against JOA.

Position Sensitivity: Non-Critical

Security Clearance: Not Applicable

(Persons selected for such positions must have or be able to obtain appropriate level of clearance.)

PCS Expenses: Are Authorized

Relocation Services: Are Not Authorized

☐ Completion of a 1 year supervisory/managerial probationary period are required.

☒ Evaluation and Ranking Criteria: DDREHQ-HSI 1404.4/DLAR 1404.4

Tour of Duty/Shift: Various Shifts

☐ Position is a drug testing designated position: all applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

☐ Conditions of employment:

☐ This position will be filled temporarily NTE 1 year and may be extended for an additional 4 years.

☐ This position will be filled temporarily and may be converted to permanent without further competition.

☐ OF 665 – Ability to Drive Safely must be completed.

☐ Other: Selective Placement Factor:

AREAS OF CONSIDERATION

CURRENT PERMANENT EMPLOYEES:

☐ Federal Wide ☐ DLA Wide
☐ DoD Wide ☒ DDC Wide
☐ Specific Org:

AND THOSE WHO ARE:

☐ VRA Eligibles ☐ INTERNAL
 ☐ EXTERNAL

☐ Reinstatement Eligibles

☐ 30% or More Disabled Veterans

☐ Handicap Eligibles

☐ Others:

REASONABLE ACCOMMODATION AVAILABILITY: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION PROCEDURES:

Applicants need to submit either an SF-171, OF 612, resumes or other application format to apply for this position. Applicants submitting resumes or other application formats need to refer to the OF-510 to ensure that all required information has been provided on their application. Previous or current Federal employees also need to provide the highest grade they have held on a permanent basis, date(s) and job title of the position held. Failure to include all required information may result in your loss of consideration for this position. Other applicants may obtain forms by calling (717) 770-5709.

ADDITIONAL REQUIRED FORMS (If Applicable):

☐ DD214
☐ Proof of 10 Point Preference
☐ SF50
☐ Last Performance Appraisal/Rating
☐ OF-300 (for Supervisory Positions)
☐ 1st Level
☐ 2nd Level

DESCRIPTION OF DUTIES: Works under the direction of a higher level supervisor who provides general instructions, and relies on the incumbent to direct the accomplishment of assigned work operations within the limits of established policies and basic production schedules. Completed work is evaluated for overall effectiveness and economical use of personnel, equipment, materials and methods to meet production goals and quality standards. Supervises workers

through subordinate supervisors and/or leaders and is technically accountable for the work operations of an organizational segment whose main purpose or mission is reflected in the work classified as Industrial Equipment Mechanic, WG-5352-11, 10, and 8 grade levels, and Electronic Industrial Controls Mechanic, WG-2602-12 and 11 grade levels. Employees are physically dispersed to one or more job sites within two large supply depots. Plans and schedules work assignments on a weekly to monthly basis for accomplishment within schedules and priorities established by higher level management. Assigns work to individual workers by verbal or written instructions. Indicates methods to be used, explains difficult technical requirements of tasks to be performed and demonstrates difficult or unusual work processes to subordinates. Participates in management programs such as beneficial suggestions, quality assurance, safety and cost reduction. Ensures a continuing affirmative application of DLA policies concerning equal opportunity. Conducts an effective safety training program as an integral part of assigned duties. Uses a variety of manual and automated equipment in performing duties.

QUALIFICATION REQUIREMENTS: Time-in-grade and time after competitive appointment requirements must be met by closing date. Per OPM Handbook, X118C, the applicants experience, education and training must show enough of the knowledge, skills and abilities (KSA's) listed to demonstrate the potential to successfully perform the duties of the position.

EVALUATION PROCEDURES:

All competitive applicants who met basic eligibility will be evaluated using one of the following procedures:

1. Regular Evaluation Procedures will be used when there are more than 10 minimally qualified candidates. Points are awarded for each job element and will range from 1 through 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. Your final score will be determined by averaging the total of all your points awarded: and a final score of 3.0 or higher will be considered "highly qualified" (HQ). Twenty HQ candidates may be referred. If more than 20 HQ candidates exist, a search for a meaningful break between two scores will be accomplished. If a meaningful break of .26 or higher between two scores occurs, all applicants above this break will be referred. If this results in less than 20 candidates being referred, a search for a meaningful break between two scores will continue until at least 20 applicants are referred.
2. Simplified Procedures will be used for GS positions when there are 10 or fewer candidates. No numerical score will be assigned when using this procedure. All candidates who possess the knowledge, skills and abilities (KSA's) of the position will be referred.

All non-competitive applicants (reassignment, change to lower grade, reinstatement and VRA eligibles), who score an average of 2.0 or above on all the job elements will be considered qualified (Q). Non-competitive, Qualified candidates will be referred to the selecting official for consideration without further evaluation.

WG positions require the use of a Screen-Out Element (SOE). Points awarded for this element will range from 0 to 4, with 4 being the highest. Points will be based on experience and training which are documented on your application. All applicants must receive a raw score of 2.0 or above on the SOE in order to be considered minimally qualified for the position(s) being filed.

ALL REFERRED CANDIDATES ARE LISTED IN ALPHABETICAL ORDER. SCORES ARE NOT DOCUMENTED IN THE REFERRAL PACKAGE.

JOB ELEMENTS: When completing your application, include any experience, education, or training you have had, or any awards you have received which would indicate the extent of your knowledge, skills or abilities (KSA's) as they relate to each of the following elements.

1. ABILITY TO SUPERVISE THROUGH SUBORDINATE SUPERVISORS. (THIS IS THE SCREEN OUT ELEMENT)
2. KNOWLEDGE OF DIFFERENT RELEVANT LINES OF WORK.

3. ABILITY TO PLAN AND ORGANIZE WORK.
4. ABILITY TO WORK WITH OTHERS.
5. ABILITY TO MEET DEADLINE DATES UNDER PRESSURE.